

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support

Section/Unit: Specialized Services Section
Policy Administration/Records Management Unit

Schedule Use: Department Wide

Schedule No.: 73-501 **Admin. Chg. Date:** 10-15-97

Record Series Title: ORIENTATION AND BRIEFING FILES

Description: Documents relating to used in orientations and briefings given to top management, visitors, or State officials about the mission, functions, and physical layout of the hospital/institution.

Included are: photographs, transparencies or vu-graphs, copies of especially prepared handouts, and related papers.

File Arrangement: Alphabetically by subject; thereunder, by date.

Retention/Disposition Instructions:

Destroy when superseded, obsolete, or no longer needed for reference.

Confidential: No-Open Record

Supersedes: 73-501 (approved 9-12-73)

M97-253

(73-501.OSS)

970922-03

RECORDS RETENTION SCHEDULE NOTIFICATION (ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
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SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

3WC *12/2/97* *12/2/97* *12/2/97*
~~00-001, 00-002, 00-003, 00-004, 00-080, 78-140, 73-499, 73-500, 73-501, 78-145, 78-016, 78-0299-A, 78-301~~
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL *Gerald Poy* DATE: 9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL *John E. ...* DATE: 12-2-97